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Memorandum

To: Westfield Board of Public Works & Safety

Date: August 6, 2013

Re: Public Works Project Report

Memo to Board Members

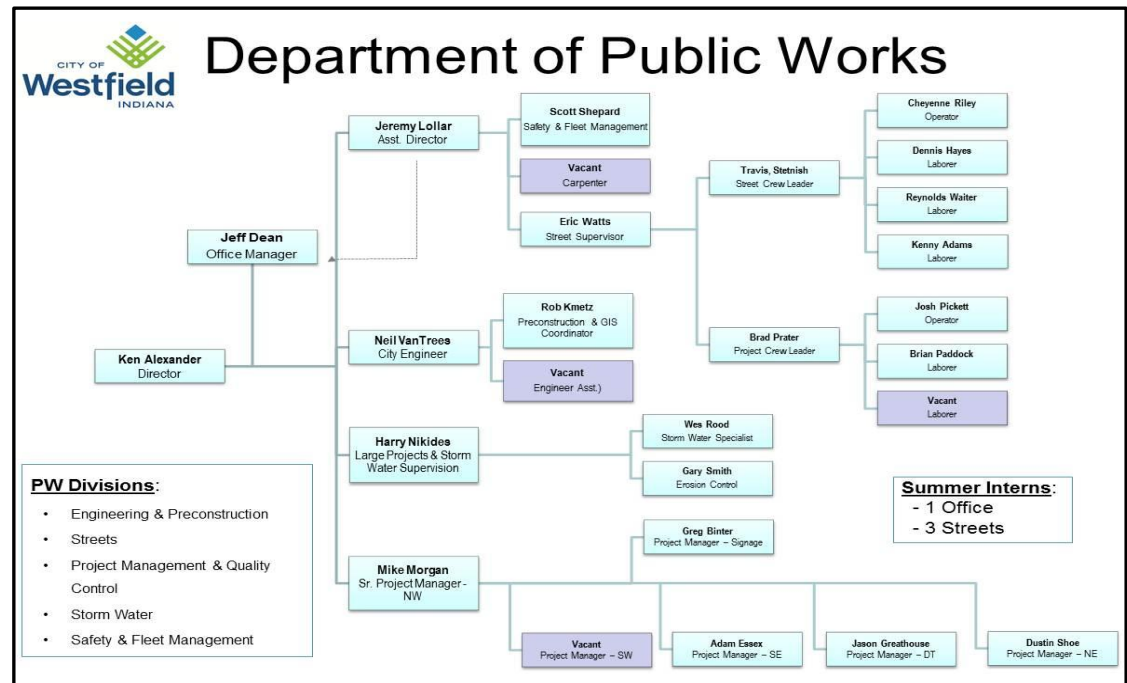
Dear Board Members, I would like to take this opportunity to update you regarding some of the activities that have taken place within the Public Works Department over the last month.

Westfield Public Works Executive Summary Progress Report

- Farr Hills & Buena Vista Subdivision Water & Sewer Extension
The Farr Hills & Buena Vista subdivision water and sewer extension project bids were received on August 2nd. The scope of this project included the construction of approximately 4,811 LF of sanitary sewer upgrades, a wastewater submersible duplex lift station, and approximately 2,858 LF water main upgrades. These upgrades include all required infrastructure to allow for immediate hook-up by residents. All road surfaces impacted by this installation shall be milled and resurfaced and other impacted areas shall be repaired to the level of no less than existing conditions. The Engineer's Estimate for this work was:
Water - \$519,110.00
Sanitary - \$1,378,965.00
The lowest responsive and responsible bid was a combination bid received from Reith-Riley at a total cost of \$1,536,625.65. This was 23.5% below our estimate.
- Ridgewood Subdivision Drainage and Water & Sewer Extension
The VS Engineering design for the necessary improvements is nearly complete and is scheduled to be advertised for public bid on August 13th with a bid opening on August 27th. In addition to the similar scope associated with the Farr Hills and Buena Vista sewer and water extension project, the Ridgewood project includes the repair of failing storm and drainage facilities. A public meeting with residents and project staff is scheduled for this Thursday at Carey Ridge Elementary at 7:00 pm. The storm component of this project shall be funded by our Storm Water funds.

3. Departmental Reorganization

In an effort to be a more nimble business unit and meet the needs of our citizens in the post utility era of public works, the Department has strategized on how to best organize to perform our duties efficiently and maximize our value with self-performed duties. The end result of this effort is a restructuring of the department that will take effect upon the completion of the utility transfer to Citizens Energy Group (CEG).



This reorganization includes several changes within the staff to reduce the amount of personnel reports and provide for a more empowered staff that is geared toward specific goals and job responsibilities. Our proposed Public Works Department will be organized like a Construction Management firm with a Preconstruction Team (Engineering), Project Management Group (Project Managers & Inspectors) and our Self-Performing Labor Unit (Street Division). The core of this revised business model is focused around managing projects whether self-performed, contracted services or developer driven requiring inspections.

In 2014, the growth of projects as a result of Grand Park, US 31 and the utility sale will increase the demands across the City. The uptick in building permits is an example of that demand growing now. Our Project Management Group has divided the city into geographic zones which will allow the responsible manager of that area to be more available and more knowledgeable about projects throughout their supervised area. This change in organization will allow for single points of contact to the community and internally within the City which will

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speed up communication as issues arise. Their sole purpose is to manage reasonable requests through our governmental processes and be the single point for information regarding public works projects in these areas. This organizational change has already been implemented with Mike Morgan assuming the primary leadership of this group.

Here are the promotions that will be effective immediately following the completion of the utility transfer:

Jeremy Lollar Asst. Director

Jeremy has served in a variety of roles for the City included most recently the Water supervisor. During his tenure in that role, Jeremy has managed to maintain our water infrastructure and service with 50% less staff than previously supporting this utility. Jeremy's knowledge of the Street Division and his understanding of the utility that we will now be coordinating makes him an ideal candidate to assist in our reorganization. Jeremy will initially be managing our fleet maintenance and safety programs and overseeing the Street Division.



Mike Morgan Sr. Project Manager

Mike will serve as the working supervisor to our Development & Construction Inspection Team. The responsibilities of D&C project managers will be making sure vendors and contractors are installing infrastructure and other scope related items in a manner that meets or exceeds our construction standards or technical specifications as provided by our design team partners. They will be the communication hub for all infrastructure or development projects within the geographic boundaries as assigned. Mike will oversee this group and report directly to the Director of Public Works.



Harry Nikides Sr. Project Manager

Due to the importance of two projects on the future growth of the City of Westfield, Harry has agreed to become our major projects supervisor. Harry has been working hand-in-hand with Meyer-Najem and our design team on the Grand Park project. He has also been working as the single point of contact for the Regional Detention project. These two projects are full-time responsibilities and will require his complete focus to meet the budget and schedule needs for the City. Harry will continue to supervise the Storm Water and Erosion Team.



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4. 2013 Road Striping

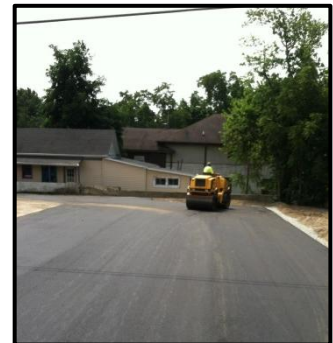
This maintenance program was awarded by Hamilton County to Gridlock. Gridlock has performed some detail work on the western side of town during the last week of July but was scheduled to begin on the eastern side of Westfield during the week of August 6th. This project shall include all striping including the outside edge of asphalt where right-of-way allows it. This project will take several weeks to complete.

5. Sign Replacement Project

This street blade project is substantially complete by the vendor, Shambaugh & Sons. The Department of Public Works has assigned Greg Binter as the Project Manager for this project and he has begun compiling a punch list of the areas that were switched out as part of this Federal program. Primary road regulatory and warning sign replacements are to follow once the street blade punchlist has been distributed to Shambaugh & Sons. This part of the project should be started by the end of the month. As soon as the contractor primary road regulatory signage, an update concerning those installations will be provided.

6. Mufflers & Moore Parking Lot Project

In an effort to alleviate parking needs and utilize existing City owned property in a manner that will assist our downtown businesses, the Department of Public Works has paved the old Mufflers & Moore site and is creating a parking lot to serve downtown. Kevin Huemann, our Engineering intern from Purdue University, drew up the design and layout, met with the Executive Director of the Downtown Westfield Association to discuss the project and any requested landscaping and planters to help beautify the project. The project is awaiting the go-ahead to complete the topping and striping. The DWA has agreed to let us utilize the shrubs donated by Walmart to complete the landscape at this new parking area.



7. Block Grant

The 2013 Block Grant application submitted for miscellaneous sidewalk upgrades, repairs and gap installations should be awarded by the end of September. An update to this Grant application will be made available at the next BPW&S meeting.

8. Crack Sealing

The Department of Public Works shall begin monitoring the crack sealing needs for installation in the fall.

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9. 156th Street & Springmill Road Roundabout
A&F Engineering is continuing the design and coordinating utility work associated with this intersection. BLA is the contracted environmentalist. We are still on schedule to let the project in either July or August of 2014 with an intended construction start in the fall of 2014. Due to changes in the LPA process, land acquisition can start and the Department of Public Works is beginning to appraise the properties and gather comps to start that process.
10. 161st Street & Oak Ridge Road Roundabout
Plans are finalized and we are currently in the ROW acquisition portion of the project. As stated last month, land and property offers will be sent out this month. The construction of the project is intended to proceed as scheduled with a construction start scheduled for the Summer of 2014. United Consulting is the designer.
11. 186th Street
This project is on the southern boundary of Grand Park and is anticipated to be the main entry to the park during the Park's first year of operation (2014) due to US 31 construction. The revised plans accounting for the use of a traditional intersection at the Grand Park Boulevard intersection are complete. The project was advertised for bid this week with an anticipated bid day of August 26th. The environmental process for wetland permitting was finalized and a solution that allowed the schedule to be maintained was recommended by our Engineering team. This avoided a potential 6 month delay. American Structurepoint is the designer & environmentalist. This work is anticipated to be issued for bidding this month with a construction start this Fall.
12. 2013 Resurfacing and Maintenance Improvement Project
The 2013 Resurfacing and MIP list is still under review but some projects as reported last month are moving forward. The following is a list of the projects that have a known status:
 - 191st Street repairs were conducted by the Street Division of the Department of Public Works. This is temporary until larger repairs or road improvements for this area can be budgeted for due to Grand Park and the completion of the US 31 intersection at 191st street.

Other projects being prioritized for work this year include:

 - Wheeler Road from SR 32 to 181st street – This ½ mile section of road is to match the road improvements installed by INDOT between 181st street and 186th street. A new two lane road at this area would cost approximately \$644,000 including land acquisition.

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- Shady Nook Road – This project includes a ½ mile of road inclusive of a 2' widening and a wedge & level of existing surface for an approximate cost of \$200,000.
- Westfield Park Blvd – This project would include 3670' of mill & resurfacing at a cost of \$150,000. As part of the exploration of this project, the DPW has requested quotes for street borings along this road to determine potential subgrade issues that are causing the massive failures along this road.

The Department of Public Works is finalizing the remaining street projects and will present the locations at the next Board of Public Works & Safety that we are pursuing.

13. Grand Park

Meyer-Najem continues to provide construction management services for our Grand Park Sports Complex. During the past 30 days the following progress was noted:

- Operated irrigation system on the soccer side
- Continued boring of walkway lighting conduits
- Worked on erosion control upkeep
- Began site concrete at main parking lot
- Began installing light poles for the field lighting
- Laid the base asphalt on the soccer walkways
- Completed seeding Bermuda fields and common areas
- Began planting wild grasses in common areas on soccer side
- Placed all dugout and backstop wall foundations (except champ field)
- Dugout slabs and above ground construction underway
- Continued underdrain and irrigation for grass baseball fields
- Began common area irrigation on baseball side
- Began underdrain and stone of synthetic baseball fields
- Excavated for concrete curbs on synthetic soccer fields
- Completed installation of 2 wells in the park
- Fine grading the parking lots for stone subbase
- Began installation of sod on the soccer fields

Anticipated progress the next 30 days:

- Complete installation of bluegrass sod on the soccer fields
- Continue parking lot construction in the NW and SW parking lots
- Energize the power loop on site
- Continue installation of site power and lighting
- Continue power conduit and cable around north side of park
- Continue installation of low voltage conduit
- Complete installation of field lighting poles
- Begin masonry construction on backstop walls and dugouts
- Continue baseball irrigation
- Continue baseball subsurface drainage
- Begin receiving synthetic turf
- Begin concession stand construction
- Begin baseball maintenance building construction

Pictures of progress and a detailed schedule will be made available by hard copy at the BPW&S meeting.

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14. Intern Recognition

The Department of Public Works was blessed with several wonderful summer workers and interns. I would be remiss to not acknowledge the achievements of a few of these people having gone above and beyond the call of duty.

Ethan Sweat worked as an assist to our Signage Project Manager, Greg Binter, throughout the summer and during an extended vacation by Greg was able to fill in and accept the full responsibilities of signage repairs and installations without fail. During this time period we even received a couple "Thank You" emails from residents. Notes of this kind are few and far between but when received need to be celebrated. It is an example of living our goals of Excellence in Customer Service. We have acknowledged his achievements and wish him the very best this year at Ball State.



Kevin Huemann was our Engineering intern this summer. Kevin is entering his last semester at Purdue University in the School of Civil Engineering. Like Ethan, he has been an extraordinary intern having taken the lead on a few projects, specifically GIS mapping of our ADA Ramps and assisting with the ever growing needs of speed zoning and traffic studies with the new traffic counters purchased this year. The ADA compliance program for our ramps is a federal requirement and is supposed to be underway or complete by the end of this year. In his spare time he has even invested his time to update our archaic [DPW website](#). We are thrilled to have had Kevin with us this year and thank him for his achievements this year.



The Public Works Department continues to assist in the coordination, inspection, and financial analysis associated with this project. Notices to proceed and contracts have been issued to all the Phase III, IV and V contracts. All construction scopes have been bid with only equipment and furnishings left to purchase.

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